

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 1, 2003

**FROM: ROBERTA YORK, DIRECTOR
PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: AMENDMENTS TO CONTRACTS FOR DELEGATION OF ACTIVITIES AND
FOOD SERVICES**

RECOMMENDATION: Approve Amendment No. 1 to contracts between the County of San Bernardino (Preschool Services Department) and the following agencies, increasing the total contract amount by \$1,981,394 (from \$1,950,442 to a combined total of \$3,931,836) and extending the contract period through June 30, 2004, to provide Delegation of Activities and Food Services for the Head Start/State Preschool Program:

Contract	Agency	Contract Amount	Requested COLA Increase FY 02-03	Requested Extension Increase FY 03-04	Total Contract Amount
02-656 A-1	Colton Joint Unified School District	\$1,190,818	\$34,687	\$1,201,530	\$2,427,035
02-657 A-1	Needles Unified School District	\$ 493,719	\$15,109	\$ 452,845	\$ 961,673
02-658 A-1	City of San Bernardino Parks & Recreation	\$ 265,905	\$ 8,491	\$ 268,732	\$ 543,128
	Total	\$1,950,442	\$58,287	\$1,923,107	\$3,931,836

BACKGROUND: Since 1965, Preschool Services Department (PSD) has operated the Head Start/State Preschool Program in the County of San Bernardino. The program provides comprehensive child development services to eligible low-income families through a combination of direct Department services, and through contracts with Board Approved Delegate Agencies (DA's). DA's are public or private non-profit organizations or agencies to which PSD, as a Head Start grantee, has delegated all or part of its responsibility for operating a Head Start Program.

The DA's provide administration services such as providing reports required by the Federal funding source, facilities, and food services including breakfast, lunch and snacks for the Head Start/State Preschool Program in their respective areas. In FY 00/01, 406 children were served at the Delegate Agency centers, with approximately the same number of children served in FY 01/02. The DA's served approximately 486 children in FY 02/03.

AMENDMENTS TO CONTRACTS FOR DELEGATION OF ACTIVITIES AND FOOD SERVICES

July 1, 2003

Page 2 of 3

On July 10, 2001, the Board of Supervisors approved and authorized PSD to release a Request for Applications (RFA) to solicit qualified Head Start service providers for San Bernardino County the following:

- Full Day, Full Service, Head Start Programs
- Part Day, Partial Service, Head Start/State Preschool Programs
- Part Day, Full Service, Head Start/State Preschool Programs

Responses to the RFA were evaluated primarily on the demonstrated performance of the agency or organization in the delivery of comparable and/or related services. Additional factors included past experience providing specified services and the ability to provide quality services as outlined in the RFA. Applications were also reviewed for cost reasonableness.

As a result of the RFA process, Colton Joint Unified School District was recommended for award of a contract to provide services. However, no agencies responded to the RFA to provide services to the areas currently being served in Needles and the City of San Bernardino. PSD contacted the current DA's serving the Needles and the City of San Bernardino areas and extended the opportunity to continue to provide the DA services. Needles Unified School District and San Bernardino City Parks & Recreation submitted Letters of Intent to provide services.

On June 16, 2002, the Board of Supervisors approved extending the following contracts for FY 02/03:

Contract	Agency	Amount
02-656	Colton Joint Unified School District	\$1,190,818
02-657	Needles Unified School District	\$ 493,719
02-658	San Bernardino City Parks & Recreation	\$ 265,905
	Total	\$1,950,442

The Administration for Children and Families (ACF), the Federal agency that administers the Head Start Program, made available Cost of Living Adjustment (COLA), Quality, Other Quality and Training, and Technical Assistance (T&TA) funds to supplement PSD's core funding for FY 02/03. On June 4, 2002, the Board of Supervisors approved the submission of a grant application for these funds to be used in accordance with ACF guidelines, (which mandate the specific uses for these funds).

On July 16, 2002, the Board of Supervisors approved the Grant Award to supplement core funding for the Head Start Program to provide increases in teacher salaries and benefits. As a result of that award, DA's will receive for FY 02/03 the following amounts to provide increases in teacher salaries and benefits:

Agency	Federal Cola	State Cola	Totals
Colton Joint Unified School District	\$30,292	\$4,395	\$34,687
Needles Unified School District	\$14,035	\$1,074	\$15,109
City of San Bernardino Parks & Recreation	\$ 8,491		\$ 8,491
Total	\$52,818	\$5,469	\$58,287

Approval of these amendments will award \$58,287 for FY 02/03 and \$1,923,107 for FY 03/04 and extend the contract terms twelve (12) months to allow the these DA's to provide Delegation of

Activities and Food Services for the Head Start/State Program to approximately 486 children and their families in FY 03/04.

AMENDMENTS TO CONTRACTS FOR DELEGATION OF ACTIVITIES AND FOOD SERVICES

July 1, 2003

Page 3 of 3

These contracts resulted from the competitive procurement that met County procurement requirements. The contracts contain the option to be extended for two additional one-year periods (by mutual agreement of the parties). These services are scheduled for procurement in accordance with the mandate of the funding source. HSS Staff will monitor Contractor performance twice annually in the area of fiscal, programmatic, facility, and services to families, in order to measure compliance with the Head Start Performance Standards. In addition, PSD and other staff provide technical assistance as necessary.

REVIEW BY OTHERS: These amendments have been reviewed by County Counsel (Julie J. Surber, Deputy County Counsel) on May 21, 2003, and HSS Contracts (Lori Ciabattini, Administrative Supervisor) on May 21, 2003. This item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on June 4, 2003 and by HSS Finance (Kristin Letterman, Administrative Manager) on June 11, 2003.

FINANCIAL IMPACT: Approval of these amendments will increase the maximum amount of reimbursement under these contracts as follows:

Agency	Previous Contract Amount FY 02/03	Requested COLA Increase FY 02/03	Requested Extension Increase FY 03/04	New Contract Amount
Colton Joint Unified School District	\$1,190,818	\$ 34,687	\$1,201,530	\$2,427,035
Needles Unified School District	\$ 493,719	\$ 15,109	\$ 452,845	\$ 961,673
City of San Bernardino Parks & Recreation	\$ 265,905	\$ 8,491	\$ 268,732	\$ 543,128
Total	\$1,950,442	\$ 58,287	\$1,923,107	\$3,931,836

The Delegate Agency portion of the Contract for the San Bernardino City Parks & Recreation Department is 100% Federally funded through the Department of Health and Human Services/Administration for Children and Families. The Delegate Agency portion of the Contracts for Colton and Needles School Districts is 93% Federally funded through the Department of Health and Human Services/Administration for Children and Families, and is 7% State funded through the Department of Education.

The Food Services portion of the Contracts for San Bernardino City Parks & Recreation Department, and the Colton and Needles School Districts is 93% Federally funded by the Child and Adult Care Food Program (administered through the State of California, Department of Education), and is 7% funded through the State's Department of Education/Nutrition Services Division. Adequate revenue and appropriations are included in PSD's FY 02/03 budget and FY 03/04 proposed budget and will result in no local cost to the County. Funding is expected to continue at the current level for these Contracts in FY 03/04 and subsequent years. The agreements are 100% Federally and State funded. There is no local County cost.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends this action because the program is fully funded by Federal and State revenue sources that are not in jeopardy in FY 03/04.

SUPERVISORIAL DISTRICTS: First and Fifth

PRESENTER: Roberta York, Director, Preschool Services Department, (909) 387-2354